



# *Navy Public Works Center Norfolk*



## *Public Works Center/Regional Engineer*

### Business Group Organization

*for*

**CNRMA RE**

**PW Transition Conference**

*by Tim Spreen*

*Business Manager, PWC/RE Norfolk*

*September 3, 2003*

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# *TOPICS*



- **CNI Changes - Overview**
- **Business Group**
  - ✓ **Business Support**
  - ✓ **Support Services**
  - ✓ **RE Funds Mangement**
  - ✓ **Information Resources Management**
  - ✓ **PWC Comptroller**
  - ✓ **Facilities Sustainment and OBOS Management**

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# Overview



- Surface Combat Systems Center (SCSC), Wallops Island
- Naval Support Activity, Mechanicsburg
- Naval Support Activity, Mechanicsburg - Philadelphia Det.
- Navy Ship Systems Eng. Stations (NAVSSSES),  
Philadelphia Naval Business Center
- Naval Air Station/Joint Reserve Base, Willow Grove
- Navy Air Engineering Station, Lakehurst, NJ
- Norfolk Naval Shipyard, Portsmouth (ICC1 + CIA)
- Naval Security Group Activity, Sugar Grove
- Naval Administrative Command, Joint Forces Staff College

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# Overview



**Comments:** None of these numbers are final. Decisions and NC-4's still pending.  
 Willow Grove PW will be O&M,N in FY04 and transfer into PWC for FY05  
 Lakehurst RE, like Earl, is in the Northeast Region  
 \* Further negotiation is required  
 \*\* Convert 1 FTE from 30P to 90P within 00187  
 \*\*\* 11 enlisted military billets will convert to contract or civilian with MEO.

<b>Totals:</b>		<b>00187</b>	<b>30296</b>	<b>Totals</b>
	<b>Officer</b>	<b>6</b>	<b>1</b>	<b>7</b>
	<b>Enlisted</b>	<b>11</b>	<b>9</b>	<b>20</b>
	<b>Civilian</b>	<b>155</b>	<b>90</b>	<b>27</b>
	<b>Contractor</b>	<b>6</b>	<b>5</b>	<b>11</b>
	<b>TOTALS</b>	<b>178</b>	<b>105</b>	<b>283</b>

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# Overview



## Personnel to Transfer to PW C/RE in FY04

Current Command (Shaded = NWCF)

Function to Transfer	New PW/C/RE Norfolk Code	Naval Support Activity, Mechanicsburg	Naval Support Activity, Mechanicsburg - Philadelphia Det.	Navy Ship Systems Eng. Stations (NAVSESSES), Philadelphia Naval Business Center	Naval Air Station/Joint Reserve Base, Willow Grove	Surface Combat Systems Center (SCSC), Wallops Island	Naval Administrative Command, Joint Forces Staff College	Naval Security Group Activity, Sugar Grove	Norfolk Naval Shipyard, Portsmouth (ICC1 + CIA)	Navy Air Engineering Station, Lakehurst, NJ
<b>Civil Servants/Contractors</b>										
RE - Northeast	N/A									23
RE - Mid-Atlantic, CNRMA Direct	10									
UIC = 30296	10P				3					
	20				1	7	3*/2			
	20P				5					
	30						4*/3			
	30P				56					
	90					1				
	90P	3	**		7					
PW C/RE (NWCF) UIC = 00187	10									
	10P									2
	20								40*/5*	
	20P			2						
	30								4*/1*	
	30P			11						89
	90								2*	
	90P			5						
<b>Totals</b>		3/0	0/0	18/0	72/0	8/0	7/5	0/0	46/6	91/0
<b>Officers/Enlisted</b>										
RE - Northeast	N/A									
RE - Mid-Atlantic, CNRMA Direct	10									
UIC = 30296	10P									
	20				1	0/4				
	20P				0/5					
	30									
	30P									
	90									
	90P									
PW C/RE (NWCF) UIC = 00187	10									
	10P									
	20						1*		2*	
	20P	2*	1*							
	30						0/11***			
	30P									
	90									
	90P									
<b>Totals</b>		2/0	1/0	0/0	1/5	0/4	1/11	0/0	2/0	0/0
Additional civilians to PW C/RE in 05 ??	23 (Wait on CA)		?					?		

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# Overview



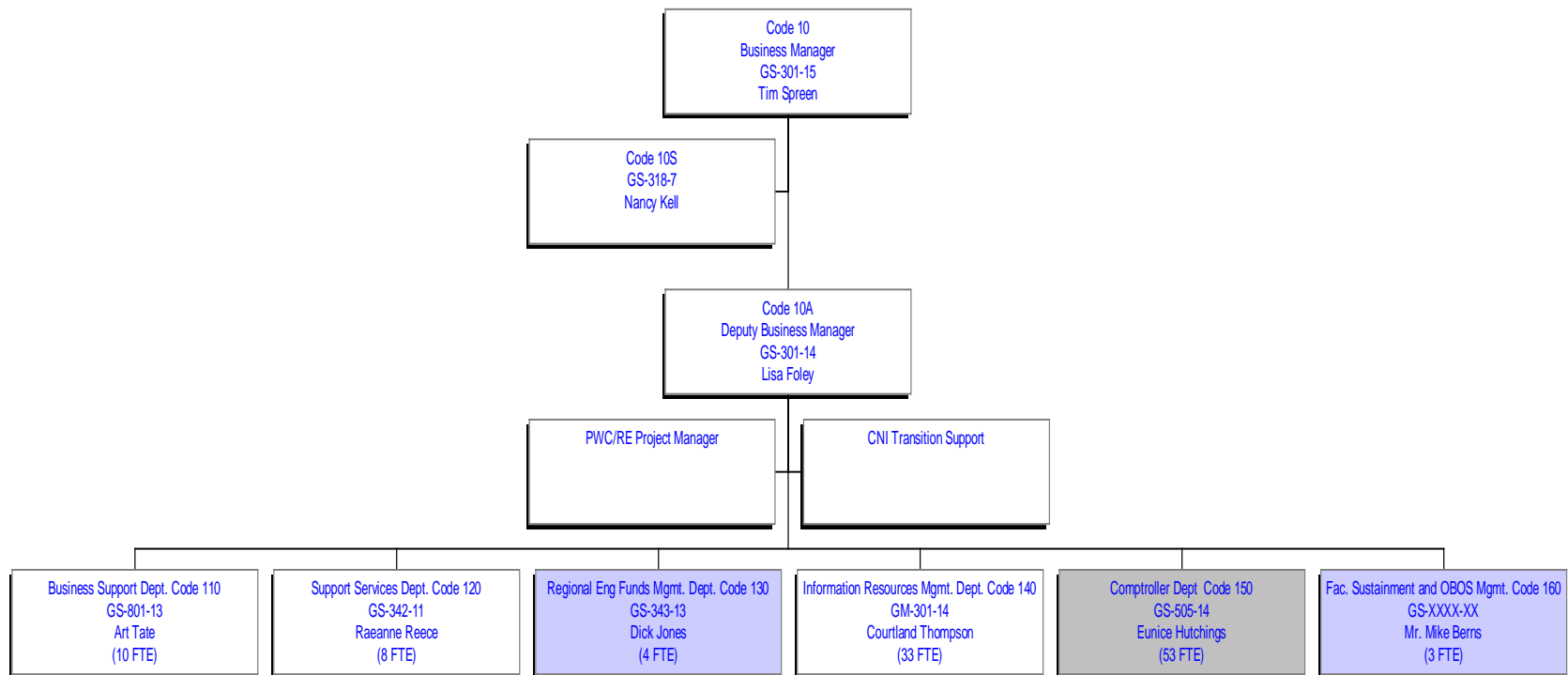
	HRO Support	HRO POC	HRSC Support	HRSC POC
<b>Navy Support Activity, Mechanicsburg</b>	HRO Mechanicsburg	John Windish, Dir	HRSC - NE	John Conwell, Dir
<b>Navy Support Activity, Philadelphia</b>	HRO Mechanicsburg	John Windish, Dir	HRSC - NE	John Conwell, Dir
<b>NAVSSSES, Philadelphia (PNBC)</b>	HRO Carderock	John Tomlin	HRSC - NE	John Conwell, Dir
<b>Naval Air Station/Joint Reserve Base, Willow Grove</b>	HRO New Orleans	Michele Bergeron	HRSC - SE	Pat Brown
<b>SCSC, Wallops Island</b>	HRO NAVSEA HQ	Bill McCafferty	HRSC - NW	Dennis Veloni, Dir
<b>Navy Admin Command, Joint Forces Staff College</b>	HRO Norfolk	Richard Grisson, Dir	HRSC - E	Bill Jackson, Dir
<b>Naval Security Group Activity, Sugar Grove</b>	HRO Norfolk	Richard Grisson, Dir	HRSC - E	Bill Jackson, Dir
<b>Norfolk Naval Shipyard, Portsmouth</b>	HRO Norfolk	Richard Grisson, Dir	HRSC - E	Bill Jackson, Dir
<b>Navy Air Engineering Station, Lakehurst, NJ</b>	HRO Pax River	Bill Wagoner, Dir	HRSC - NE	John Conwell, Dir

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# Business Group Code 10



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# *PWC/RE Project Manager*

## *Code 10A1*



### ■ Main Functions:

- ✓ Project Manager for Specifics and Special Projects
- ✓ Ensures projects are designed and executed on schedule and within financial controls (IPL's)
- ✓ Ensures 100% execution of Specific/Special Project Program
- ✓ Planning, programming and execution PWC Capital Investment Program included MMRP and CPP
- ✓ Process and fund all post-award fund requests for CNRMA facilities contracts

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# ***Business Support Code 110***



## ■ **Main Functions:**

### ✓ **Material Reviews**

- Shop Stores
- Truck Stock
- Purchase Cards

### ✓ **Position Management**

- Assist Departments with organizational needs
  - ★ Organization Charts
  - ★ Position Descriptions
  - ★ Functional Statements
- Administration Support for PM/CC

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# ***Business Support Code 110***



## ■ **Main Functions (continued):**

- ✓ **Community Management**
- ✓ **Design training programs**
  - Supervisory training
  - Required training - POSH, DAWIA
  - Blue-collar employee development program
  - High School / Community College Intern program
  - Masters of Engineering Management and Bachelor S in Business Management
  - Leadership Development Initiative

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# ***Business Support Code 110***



- **Main Functions (continued):**
  - ✓ **Develop training WebSite**
  - ✓ **Counseling of Employees**
  - ✓ **Review 1556 as Training Officer**
  - ✓ **FacTS Employee and Client**
  - ✓ **Maintenance MEO implementation**
  - ✓ **Innovation Initiatives**
    - **WebCEO**
    - **Handheld Computers**

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# ***Business Support Code 110***



- **Main Functions (continued):**
  - ✓ **NEADs Planning and implementation**
  - ✓ **Customer Billing**
  - ✓ **Strategic Plan Action Item Support**
    - FacTS results implementation
    - Identify the most effective trouble desk and dispatch process
    - PWC Website

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# *Business Support Code 110*



## ■ Main Functions (continued):

### ✓ Maximo Project Manager

- Implementation of Single Platform Maximo
- PM Level loading and PM structure
- NAVFAC IPTs
  - ★ Work Management
  - ★ Recurring Work
  - ★ Predetermine Billing
- Janitorial Services data

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# *Support Services Code 120*



## ■ **Main Functions:**

- ✓ Set Administrative Policy/FOIA Coordinator/Review Correspondence
- ✓ Maintain/format command instructions/notices/forms/history
- ✓ Process all TDY orders/claims for military and civilian, manage Travel Card Program, obtain passports, prepare clearance messages
- ✓ Responsible for Mailroom, classified material custodian, central files, message distribution and transmitting, messenger service between sites and buildings

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# *Support Services Code 120*



## ■ **Main Functions (continued):**

- ✓ Manage printing and reproduction equipment program
- ✓ Manage non-monetary awards program
- ✓ Maintain/coordinate Regional Engineer/PWC Command Action Tickler
- ✓ Liaison with HRO

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# *Regional Engineer Funds Mgmt Code 130*



- Key to success of Regional Engineer Organization is to understand the Shore Facilities Real Property Maintenance Program and the associated Programming, budgeting, and execution requirements
- Knowledge and understanding of the RPM program in conjunction with our knowledge and understanding of the Facilities Execution process and procedures has enabled the Regional Engineer Organization to more effectively and efficiently meet the client's requirements

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# *Regional Engineer Funds Mgmt Code 130*



## ■ Main Functions:

- ✓ Prepare O&MN Data Calls
- ✓ Develop RE budget distribution controls
- ✓ Manage RE M1/R1/OB Funds
- ✓ Manage End of Year financial goals
- ✓ Conduct budget execution reviews
- ✓ Work O&MN issues with RCO

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# *Information Resources Mgmt Code 140*



## ■ Main Functions:

- ✓ Customer Support (Onsite Support, Help Desk, Repair, Training, DBA, Time/Attendance, Philly Det Support, Life Cycle Mgt, NMCI, etc.)
- ✓ Network Support (Infrastructure, E-mail, Internet, Intranet, etc.)
- ✓ Telecom Support (Phones, Pagers, Networks, Wireless, VTCs, etc.)
- ✓ Programming Support (PWCMIS, MAXIMO, DWAS, SQL, etc.)

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# *Information Resources Mgmt*

## *Code 140*



### ■ **Main Functions (continued):**

- ✓ Computer Operations (Production, Systems Admin, PCs, etc.)
- ✓ ADP Security (User Accounts, Security/Risk Issues, PKI, Licensing, etc.)
- ✓ Corporate Participation (IRMC Chairman, ISPB Member, etc.) Geographical Information System Support
- ✓ Central repository for Map/Drawings
- ✓ Intranet Web-Site Support

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# *Information Resources Mgmt Code 140*



## ■ NAVFAC CIO Priorities:

- ✓ Migration to Enterprise Applications
- ✓ IT Governance
  - Applications Portfolio Mgt
  - Acquisition of IT Hardware, Software, Services
  - IT Investments Criteria
- ✓ Application Hosting
- ✓ IT Workforce Shaping
  - IT Workforce in the Post-NMCI Environment
- ✓ Web and Portal Based NAVFAC
  - Re-engineer the Corporate Intranet

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# *Information Resources Mgmt Code 140*



## ■ PWC/RE CIO Priorities:

### ✓ NMCI

- Transition Planning
- Currently in Assumption of Responsibility (April 7)
- Cut-Over is scheduled for Sept 03
- Infrastructure Build-out is under way
- Testing of the Legacy/Corporate Applications

### ✓ Post NMCI - Workforce Staffing

### ✓ CNI Organization - Impacts +/-

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# *Information Resources Mgmt Code 140*



## ■ PWC/RE CIO Priorities (continued):

### ✓ Corporate/Legacy Application

- NETC MAXIMO Project Mgt
- Defense Medical Logistics Support System (DMLSS) Integration
- Data Integration/Interface with I2M
- Single MAXIMO Transition (Nov 2003)
- Complete the CITRIX Environment

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# *Comptroller Code150*



## ■ Main Functions:

- ✓ Accept clients funding
- ✓ Monthly billing and fund status reports provided to clients
- ✓ Vendor invoices (received, processed, and certified)
- ✓ Responsible for costing of and accounting for all labor, material, predetermined services, and contractual charges

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# *Comptroller Code150*



- **Main Functions (continued):**
  - ✓ Timekeeping functions performed in compliance with current payroll regulations
  - ✓ Stabilize billing rates for labor and predetermined rates for products and services developed
  - ✓ Prepare budgets for workload, overhead, and rates
  - ✓ Prepare and submit PWC budget (A-11) to NAVFAC

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# *Fac. Sustainment & OBOS Mgmt Code 160*



## ■ Main Functions:

- ✓ RE PM for CNO Facilities IPT
- ✓ Establish Service Contract Levels
- ✓ Establish criteria and guidance for Class II equipment
- ✓ Establish and manage planning data (Maintenance UIC)
- ✓ Establish and manage RE transportation requirements

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